

APPLICATION FOR ENDORSEMENT *OR* ENDORSEMENT PLAN (SAEP)

Business Core Endorsement

**This endorsement *ONLY* attaches to
Basic and Standard Secondary *AND* Basic and Standard CTE Licenses**

Credits Required: 24 semester (36 quarter)

Transcripts must be attached to verify applicable course work

Last Name	First Name	Middle Name	Date	SS # or CACTUS ID #
Home Address			City	State Zip
Email Address			Work Phone ()	
			Home Phone ()	
Current Teaching/License Status				
<input type="checkbox"/> Not Teaching OR Teaching at: (School)_____ (District)_____				
Educator License(s) held: <input type="checkbox"/> Elementary Education <input type="checkbox"/> Secondary Education <input type="checkbox"/> Career & Technical <input type="checkbox"/> CTE/APP				
Check only one	<input type="checkbox"/> I am requesting the Business Core endorsement. 24 credits have been completed and the appropriate documentation is attached. An endorsement evaluation fee of *\$35.00 is enclosed. OR			
	<input type="checkbox"/> I am submitting a State Approved Endorsement Plan (SAEP) for the Business Core endorsement. Course requirements will be completed within the timeframe identified in the plan. An endorsement evaluation fee of *\$30.00, paid by my School District , is enclosed.			

This endorsement authorizes the instructor to teach the following approved business courses:
Accounting, Banking/Finance, Business Communications, Business Law, Business Management, Business Math, Economics, Entrepreneurship, Financial Literacy, and Leadership Principles

Course Information		Credits	Year	Institution	Grade	Course #	Credits
Required	Accounting	3					
	Business Law	3					
	Business Writing	3					
	Finance	3					
	Microeconomics	3					
	Macroeconomics	3					
	Management	3					
	Marketing	3					
Total Credits Required		24	Total Credits				

Signature of Applicant	Date
X	
Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Quality and Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752 \$35.00 endorsement fee or \$30.00 SAEP fee must be included with this application (*see information above)	

----- **Information below to be completed by USOE personnel** -----

Endorsement Recommended	Business Core	SAEP Approved for ____ years <input type="checkbox"/> SAEP not approved ____ work credits ____ course credits ____ total credits	
		CTE Specialist Signature _____ Date _____	
		Endorsement Awarded	
		CTE Specialist Signature _____ Date _____	

Revised August 2007